

# **FIRST INTERNATIONAL FORUM ON INTEGRATED SYSTEM HEALTH ENGINEERING AND MANAGEMENT IN AEROSPACE**

**November 7-10, 2005**

**Napa, California**

**Embassy Suites**

## **PAPER GUIDELINES AND AUTHOR RESPONSIBILITIES**

The purpose of this document is to present guidelines for authors submitting invited papers to the Integrated System Health Engineering and Management (ISHEM) Forum in November 2005. The key objective of the forum is to create and distribute a reference text that will define the theory and practice of ISHEM in aerospace. This reference text will cover many subject areas that are relevant to the processes, techniques, and technologies used to design, analyze, build, verify, and operate complex human-machine systems with the goal of preventing failures or minimizing their effects.

The intent is that each paper will provide a basic overview of its subject area. Each will include an introduction to the subject area, the relevant methods and techniques, what has happened in the past and what is the current state of the art, the tools used in this area for analysis and design, and what direction this subject is taking for future applications of relevance to ISHEM as a whole. Authors are requested to include other experts in the field, particularly in other application areas, in order to complement their expertise and to provide coverage of the entire range of applications from commercial aircraft to military systems, and from human exploration of space to robotic spacecraft. Authors are required to provide a list of essential reference books and articles for their subject matter.

Authors will have first drafts completed by July 15, which will be reviewed and returned for modification. The second draft will be completed by ~~September 30~~ October 14 so that copies will be available at the workshop. These draft papers will then be modified to incorporate comments and feedback obtained at the workshop. Final papers will be expected January 15, 2006 and will be assembled into a reference book.

### **Presentations**

The forum will be held over two and one half days, and will consist of a series of presentations by the invited authors. A question and answer period will be held before each break where the previous 3-4 speakers will answer questions.

Each invited author will be expected to present a 20 minute synopsis of his or her paper during the Forum (see program schedule for exact date and time). A PowerPoint presentation should be used for the presentation. A copy of the presentation is required by October 15<sup>th</sup> in order to facilitate the transitions between presentations.

### **Paper Review**

Each invited author will manage the review process for one other paper. This will involve making contact with selected reviewers and obtaining their feedback. We will use a "single blind" process where the reviewers' names will not be identified to the author, but the reviewers will know the author's identity.

### **Formatting Guidelines**

- MS Word format

- Times New Roman 11 or 12pt Font
- 1 inch margins all around
- Single spaced
- 10-18total pages in length (including tables and images)
- Tables and images should be embedded in the text
- Use non-numbered headings
- Author-Date citation style (Use Chicago Manual of Style)

#### ITAR and EAR Restrictions

The forum will be open to participation by non-U.S., citizens. It is the authors' responsibility to ensure full compliance with ITAR and EAR regulations and to clear the manuscript and their presentations for full and unrestricted publication and dissemination.

#### Deadlines

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|----------------|---------------------------------------|
| ▪ Jun 1        | Invited Abstracts Due                 |
| ▪ July 15      | Draft Invited Papers Due              |
| ▪ As received  | Invited Papers Distributed for Review |
| ▪ Aug 31       | Poster Abstracts Due                  |
| ▪ Sep 9        | Poster Selections Notified            |
| ▪ Oct 14       | Final Invited Papers Due (Pre-Forum)  |
| ▪ Oct 14       | Final Poster Papers Due               |
| ▪ Oct 15       | Power Point presentation slides due   |
| ▪ Jan 15, 2006 | Final Invited Papers Due (Post-Forum) |